



**THE CITY OF POUGHKEEPSIE
NEW YORK
BUILDING DEPARTMENT
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006**

COIF

Residential - \$100.00
Commercial/Multi-Family - \$250.00

DATE:

ID _____

Address of Property: _____

I/we would like to request that a Certificate of Occupancy search be done on the address listed above to include:

- Copies of housing/building violations.**
- Open building permits.**
- Who is responsible for the street maintenance.**
- Other** _____

Please provide copies of Certificates of Occupancy/Completion and/or Compliance plus all information regarding subsequent permits etc. pertaining to legal occupancy and indicate if a Certificate is required.

Name: _____

Address: _____

Phone Number: _____

Fax: _____

Call to pick up: _____



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***Searches will only be mailed if accompanied by self-addressed stamped envelope.**